

Chief, Records and Services Division

31 July 1961

Chief, Statistical Reporting Branch

Annual Report, Fiscal Year 1961

A. Accomplishments

1. The major accomplishment during Fiscal Year 1961 was the conversion of personnel records maintained on the IBM multiple card system to the RCA 501 computer. This entailed:

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a. Supplying missing data on [REDACTED] military details, staff agents, WAF's, consultants, and contracts to conform to the information shown on regular staff employees.

b. Supplying initial input figures by type of employee, organization, location, etc. as a beginning point from which the computer began operation.

c. Verifying each figure on all reports for a period of six months while the IBM and computer operated under a dual system and isolating errors in an effort to correct the computer programs.

d. Revising and standardizing formats for personnel rosters so that preprinted forms could be utilized on the computer. This involved a canvass of the recipients to insure that all necessary and desirable information was shown.

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e. Securing over [REDACTED] missing overseas travel forms which the Office of the Comptroller had failed to complete during 1958, 1959, and 1960 and coding over [REDACTED] new travel forms and questionnaires so that the information on date of overseas assignment can eventually be shown on the T/O.

2. The charts and tables prepared monthly for the DD/S were revised this year and a duplicate book prepared for the D/Pers.

3. The monthly Report of Separations was revised so as to permit the major preparation of the report by the 501, thereby eliminating over 95 per cent of the typing of individual Reports of Separation by BDD.

4. Procedures were developed to eliminate daily posting of strength and coding of military, staff agent and consultant personnel actions, which has allowed analysts more time for special studies.

5. In connection with the move to the new building, several special studies were prepared for the Office of Logistics on strength, and the returns on the transportation questionnaire were recapitulated and distributed.

B. Progress

1. As of 30 June 1961, about two-thirds of the regular recurring reports were being produced by the 501 from two to ten days earlier in the month than previously, permitting earlier release of finished SRB reports. The major reports still to be converted are the T/O's, Date of Grade rosters, and the CSSA's.
2. The number of machine prepared reports declined this year partly because of consolidation of items shown and greater utilization of the same report and partly because of the change-over to the computer.
3. The number of tabulations prepared by SRB increased this year because of machine difficulties and because of increased reporting due to the CSSA's. To date the 501 has been unable to handle any special requests and probably will not be in a position to do so until late fall.

C. Programs

1. Plans are being drawn up for providing more tables from the computer which can be distributed in final form.
2. At least one month must be devoted to checking out discrepancies in overseas dates before this record will be usable, at which time SRB in conjunction with C/Plans plans another study on retirement under the proposed early retirement plan.

D. Attachments

1. Analysis of statistical tables prepared and machine tabulations distributed during FY 1961.
2. Statistical break-down of manhours worked by the branch in FY 1961.

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Attachments:

Tab A - Recurring and Special Reports 1961
Tab B - Stat Breakdown of Man-Hours FY 1961
OP/RSD/SRB [REDACTED] pg (31 July 1961)

Distribution:

O & 1 - Addressee
1 - SRB Chrono

TAB

A

Statistical Reporting Branch

Fiscal Year 1961

Statistical Tables Prepared and Distributed

Frequency	No. of Tables
TOTAL	1758
Recurring	1602
Monthly	817
Quarterly	400
Semi-Annually	318
Annually	20
Non-Scheduled	47
Special	156

Machine Lists and Tabulations Distributed

Frequency	No. of Reports	No. of Recipients
TOTAL	443	3328
Recurring	369	3103
Monthly	248	1714
Quarterly	64	1165
Semi-Annually	6	168
Annually	4	9
Non-Scheduled	47	47
Special	74	225

TAB

B

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